

ADA COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the ADA Coordinator exists is to coordinate the fulfillment of city responsibilities under the American's With Disabilities Act, including tracking and resolving complaints, serving as a consultant to city departments on ADA compliance, and serving as a technical resource and the main point of contact for all ADA related issues. This classification is not a supervisory position. Work is performed under general supervision of the Chief Development Officer.

ESSENTIAL FUNCTIONS

Serve as technical resource and the primary point of contact for all ADA related issued, including the monitoring of the ADA Hotlines (voice & TDD) and e-mail inbox.

Monitor the city's compliance with related Federal and State regulations.

Act as a liaison to other departments, the public, outside agencies, organizations and companies regarding disability related issues and concerns. Serve as staff liaison to Mayor's Commission on Disabilities.

Prepare monthly reports; presents project status reports to Commissions and City Council. Encourages public involvement. Commits to a quality project.

Update and maintain the database of projects and complaints received by staff regarding city facilities.

Finalize and implement the update to the city's ADA Transition Plan.

Oversee ADA facility renovation budget of \$250,000 and coordinate renovation projects annually by leading an interdepartmental team of staff. Assists in budget preparation and monitoring.

Assist city facilities teams in the design of new and renovated facilities to ensure ADA compliance is not overlooked. Assist the Human Resources department in developing accommodations for disabled employees.

Analyze the new ADA design guidelines and how the changes may affect city policies and codes; train staff on new requirements; conduct public education and awareness campaign, provide training for development community.

Create a mechanism for tracking court actions, analyzing impacts to city policies and communicating potential issues to staff.

Organizes regular staff training on ADA requirements; encourage a proactive environment in Scottsdale.

Coordinates the dissemination of information to all employees regarding disability compliance measures; assures the adequate existence of resources for and contracts with interpreters, braillists, etc. as needed.

Manage and expand the ADA website and related on-line resources.

Develops and/or expands programs which serve disable residents through written proposals and grant applications.

Conduct assessments of special events setup for compliance with ADA accessibility requirements and make recommendations as needed to the Special Events Committee.

Work with the WestWorld General Manager on accessibility issues at that location.

Work with the Downtown Parking Manager on an accessibility plan for the downtown.

Seeks out innovative ways to streamline and improve processes and communication.

Listens and communicates effectively with a diverse group of people.

Performs as a team player that works effectively with City staff and citizens. Supports other staff members and is a team player by helping out other personnel with their job duties.

Effectively and courteously communicate with the public, both verbally and in writing, often under stressful circumstances. Tactfully deals with irate customers. Explains, verbally and in writing, technical information concerning City, State and Federal ordinances, policies and procedures.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Titles I, II & III of the ADA and their applications to city government

ADA Accessibility Guidelines (ADAAG)

Excellent written and oral communication skills

Development related terminology, practices and procedures

Planning & zoning processes, regulations, codes, ordinances and terminology

Project Management and Time Management techniques

Ability to:

Understand and interpret City development ordinances, stipulations, codes, policies and procedures and understand the logic behind them

Study problems and develop innovative solutions

Perceive and interpret customer needs and translate them into effective solutions and operational policy.

Communicate effectively with the public, staff and co-workers; prepare and present effective written and oral reports.

Go in the field for site inspections.

Read, understand & communicate key information from legal documents, regulations, codes, ordinances, blueprints, etc.

Establish and maintain effective working relationships with co-workers and the general public.

Achieve a shared commitment to quality in everyday work and to continuous learning and improvement.

Make arithmetic calculations on a calculator.

Operate a personal computer and Windows based software.

Follow complex oral and written instructions.

Education & Experience

Any combination of a Bachelor's degree in Public Administration, Urban Planning or related field and a minimum of 2 years of recent, full-time, professional level ADA compliance, disability advocacy and/or related experience, preferably with some local or regional government experience.

Must be experienced and proficient in using a personal computer, a variety of computer software, and other equipment essential to performing daily activities.

A valid Driver's License with no outstanding citations for 39 months is required

FLSA Status: Exempt

HR Ordinance Status: Unclassified